



Updated July 10, 2020

CORPORATE SAFETY POLICY

RE: COVID-19 VIRUS AND THE WORKPLACE

**Note – this is an evolving document given the changing regulatory and legal environments **

All supervisors will review the following with their teams daily:

- **IF EXPERIENCING SYMPTOMS AT HOME** - Any employee showing any flu-like symptoms such as cough, fever, runny nose, shortness of breath, sweats, etc must stay home
- **IF EXPERIENCING SYMPTOMS AT THE WORKPLACE** - Any employee exhibiting flu-like symptoms at the workplace will be sent home immediately by the Superintendent, Safety Manager or the Project Manager
- **EMERGENCY MEDICAL SYMPTOMS** - If an employee is experiencing the following emergency medical signs, call 911 immediately: Trouble Breathing, persistent pain / pressure in your chest, bluish lips or face
- **HAND WASHING** - All personnel will be required to wash their hands with disinfectant soap regularly for at least 20 seconds: before and after your shift, after restroom use, before and after breaks, before and after eating. The CDC recommends this practice be continued at all times: before and after entering public spaces (grocery store, etc), and as soon as you get home, before and after meals, etc
- **COUGHS AND SNEEZES** – cover your coughs and sneezes with a tissue or the inside of your elbow (do not use your hands).
- **DISINFECTING TOOLS & EQUIPMENT** - Employees shall disinfect tools, computers, keyboards, iPads, phones, equipment controls & seats with provided cleaners at the start and finish of each day as well as before transferring usage to another employee
- **SOCIAL DISTANCING** – Employees shall keep a minimum safe distance (6 feet) from other employees and anyone in public. The virus can be easily transmitted via coughs and sneezes
- **IF YOU MUST WORK WITHIN 6'** – Use face shields in addition to other PPE currently in use.
- **FACIAL CONTACT** - Refrain from touching your face, eye, nose, and mouth as much as possible.
- **FACE COVERINGS, N95 MASKS & HALF MASKS:**
 - All personnel shall wear face coverings at all times while on a project except while eating, or when a respirator is required.
 - Only use respirators (N95s and half masks) if the task specifically requires it
 - Half masks should be used instead of N95s wherever possible.
 - Clean your half masks daily
- **DO NOT SHARE**
 - PPE such as gloves, eye protection, face coverings, respirators
 - Any food or beverages
- **DO NOT USE** – Microwaves or water coolers.

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- **CARPOOLING** – Do not carpool unless you live with the person, or if you have no other means of transportation. If you must share a vehicle, it can only be with one person and they must sit as far away as possible.
- **MEDICAL CLEARANCE** - If any employee is out of work due to illness (COVID-19 or otherwise), a medical clearance by a healthcare provider must be obtained before returning to work
- **TESTING** – Testing is an essential tool for containing the spread of COVID-19
 - If you have symptoms, you will be required to get a test before returning to work
 - You are encouraged to get tested as much as necessary to help you stay informed
 - Testing is available through your healthcare provider, and many counties offer this service for free (see below)
- **COMPLIANCE DEFICIENCIES** – Please report any compliance deficiencies to Dan or Steve. Alternatively, if the project is in Santa Clara County, you can contact the County Office of Labor Standards Enforcement at (866) 870 – 7725
- **WORKER BENEFITS FOR THOSE IMPACTED BY COVID-19** – see <https://www.labor.ca.gov/coronavirus2019/#chart> for more information

Further questions regarding COVID safety should be directed at Dan Ruiz, Stomper Operations & Safety Manager (dan@stompercompany.com)

For other information, see:

- <https://www.cdc.gov/coronavirus>
- [Santa Clara County Construction Guidelines for COVID:](#)
- [Alameda County Construction Guidelines for COVID](#)
- [San Mateo Country Construction Guidelines for COVID](#)
- [San Francisco Face Covering Order](#)
- [Santa Clara County Test Information & Sites: https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx](https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx)
- [What to do when someone at the workplace tests positive: https://www.sccgov.org/sites/covid19/Pages/business-guidance.aspx#employee](https://www.sccgov.org/sites/covid19/Pages/business-guidance.aspx#employee)
- [Santa Clara County Close Contact Advisory: https://www.sccgov.org/sites/covid19/Documents/COVID-19-Close-Contact-Advisory.pdf](https://www.sccgov.org/sites/covid19/Documents/COVID-19-Close-Contact-Advisory.pdf)